



michiganvirtual.org

September 15, 2025

Katie Harris

Director of Instructional Services

Crawford-Oscoda-Ogemaw-Roscommon Intermediate School District

11051 N. Cut Rd.

Roscommon, MI 48653

Re: Memorandum of Understanding (MOU) for AI Integration Support

## Purpose

In a shared commitment to advancing education through collaborative partnerships and harnessing the transformative potential of AI, *Michigan Virtual* and **Crawford-Oscoda-Ogemaw-Roscommon Intermediate School District (COOR ISD)** unite to undertake activities in support of that goal. *Michigan Virtual* and COOR ISD enter this agreement to guide AI integration over two phases, from October 2025 through September 2027. The work will model successful county-wide AI integration efforts implemented in Michigan and focus on building foundational structures for AI integration. The purpose of this collaboration is to provide guidance, policy development, and professional development in the field of Artificial Intelligence (AI) for all education stakeholders within **COOR ISD**.

## Scope of Work

### Phase One: Year One (October 2025 – September 2026)

- Up to **60 hours at \$200/hour.**
- Focus: task force development, monthly sessions, district self-assessments, vision, and policy setting.
- Deliverables: AI vision statement, draft policies, initial action plan.

### Phase Two: Year Two (October 2026 – September 2027)

- Up to **60 hours at \$300/hour.**
- Focus: transition to county-wide AI Network, training district champions, inter-district collaboration.
- Deliverables: launch of AI Network, leadership coaching, and sustainability framework.

### **COOR ISD** agrees to:

- Provide a dedicated point of contact for strategic decision-making facilitation and activity coordination
- Coordinate and arrange suitable space for any in-person meetings in support of AI integration efforts.
- Provide dates for meetings in advance and ensure logistical arrangements.

Initials \_\_\_\_\_ Initials \_\_\_\_\_

**Michigan Virtual agrees to support the efforts and activities around AI integration. Such efforts and activities may include:**

- Advising leaders and other members of the COOR ISD regarding strategy, coordination and execution of activity.
- Facilitating design thinking workshops, design sprints, or other strategy-focused activities to help determine the direction and pace of work.
- Co-developing and conducting needs assessments in the area of AI integration within the district.
- Utilizing the expertise of the Michigan Virtual AI Lab to assist the COOR ISD AI advisory group by providing customized AI integration guidance and co-developing AI-related educational policies.
- Identifying and conducting professional learning sessions for various groups of staff, including the AI Council, focused on AI trends, ethics, and implementation strategies.
- Leveraging the Michigan Virtual AI Integration Framework as a central guide for discussions and planning, and continually updating it to stay in sync with advancing AI technologies and educational demands.
- Co-developing metrics for assessing AI integration in local districts, routinely updating stakeholders on progress and challenges, and modifying strategies based on feedback and evaluations.
- Assisting in organizing and facilitating meetings or forums engaging diverse stakeholders including teachers, guardians, students, and community members in the AI integration process, while maintaining transparency and open channels for community feedback and suggestions.
- Facilitating monthly task force sessions.
- Conducting district-level self-assessments.
- Guiding vision setting and action planning.
- Supporting initial AI-related policy drafts.
- Delivering professional development on AI ethics, trends, and classroom applications.
- Coaching district-level AI champions.
- Launching and facilitating a county-wide AI Network.
- Leading inter-district collaboration on curriculum and classroom practices.
- Supporting deeper classroom integration of AI tools.
- Developing a sustainability plan for ongoing collaboration.

## Training for Future Independence

- Michigan Virtual aims to empower COOR ISD staff for independent AI training, fostering knowledge transfer and skill development.
- Collectively ensure those trained capabilities persist beyond the agreement's duration, promoting ongoing self-sufficiency in AI training for COOR ISD staff.

## Payment Terms

Michigan Virtual will offer AI support services. Hours billed separately per phase at the designated rates. Billing will occur as services are provided. Payment will be facilitated through the execution of this agreement or a purchase order from COOR ISD. Michigan Virtual will furnish COOR ISD with monthly reports detailing billable hours. Michigan Virtual will invoice COOR ISD monthly based on the number of service hours delivered. Billable hours encompass planning, preparation, in-person engagements, and associated travel, including mileage at the federal rate. Invoices will feature a net 30-day term. If the total allocated hours are not fully utilized by the end of a phase (Phase One: October 1, 2025 – September 30, 2026; Phase Two: October 1, 2026 – September 30, 2027), Michigan Virtual will invoice COOR ISD for a minimum of fifty percent (50%) of the unused hours for that phase.

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Last updated 9.15.25

## Duration of Agreement

Upon obtaining signatures by the authorized representatives of both parties, this MOU will take effect starting **on the date of signature**, and will remain in effect until **September 30, 2027**, or the agreed-upon hours have been wholly billed. Either party may choose to terminate the agreement via written communication.

## Modification of Agreement

**COOR ISD** and *Michigan Virtual* may mutually consult to modify this MOU during its lifespan. Any extension, amendment, or additional agreements outside of this MOU are subject to approval by both parties' authorized representatives.

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Last updated 9.15.25

## Signatures

Each of the parties read and agrees to all the terms and conditions set forth in this agreement, and signify consent to such terms and conditions by the signatures of their duly and legally authorized representatives below.

<b>COOR ISD</b>	<b>Michigan Virtual</b>
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date

<b>Primary contact for the district</b>	
Printed Name	Title
Email Address	Phone

<b>Business office contact for the district</b>	
Printed Name	Title
Email Address	Phone
Mailing Address (Street, City, State, ZIP)	

### **Michigan Virtual contact details**

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